



NATIONAL TRAINING CENTER

Protective Force Training Department

Standard Operating Procedure

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REVISION HISTORY

Rev. No.	Effective Date	Description of Revision
0	09/27/08	Original document routed for signature.

1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to assign responsibilities for the safe operation of the U.S. Department of Energy (DOE) National Training Center (NTC) Integrated Safety and Security Training and Evaluation Complex (ISSTEC).

2.0 SCOPE

The procedures and responsibilities contained in this SOP are applicable to all NTC ISSTEC users. ISSTEC operations include training, demonstrations, rehearsals, testing or evaluation, and dry run exercises, under both day and night conditions. These procedures apply to DOE/NTC and contractor employees, NTC students (regardless of their place of employment), non-DOE agencies that use the ISSTEC facilities, and observers.

All ISSTEC training will be conducted in accordance with this SOP, as well as with DOE M 470.4-3 Chg 1, Protective Force; PFT-SOP-644, Live Fire Range Operations; PFT-SOP-646, Engagement Simulation Systems (ESS); and approved NTC course lesson plans and exercise plans.

3.0 CANCELLATION

None

4.0 REFERENCES

- 4.1 DOE G 450.4-1B, Integrated Safety Management System
- 4.2 DOE MI 470.4-3 Chg 1, Protective Force
- 4.3 NTC Non-Lethal Training Firearms Lesson Plan
- 4.4 NTC-PM-501, Integrated Safety Management System Manual
- 4.5 NTC-SOP-531, Risk Analysis
- 4.6 PFT-SOP-644, Live Fire Range Operations
- 4.7 PFT-SOP-645, Live Fire Shoot House
- 4.8 PFT-SOP-646, Engagement Simulation Systems
- 4.9 PFT-SOP-649, Storage and Transportation of Explosives
- 4.10 PFT-SOP-652, Inclement Weather Training Restrictions
- 4.11 ISSTEC Risk Analysis Report

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This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in August 2008.

5.0 DEFINITIONS

- 5.1 **ENGAGEMENT SIMULATION SYSTEMS.** Non-lethal systems used for training within the DOE that simulate the effects of actual weapons. They are primarily used to realistically simulate conditions during training activities involving force-on-force and deadly force scenarios. There are six major types of ESS used within DOE:
- a. **BLANK-FIRE SYSTEMS.** Specially modified duty firearms that cannot fire live ammunition or projectiles, and blank-fire cartridges loaded with powder but with no projectile. Like MILES and DMC, they are designed to provide realism in training scenarios.
 - b. **DYE-MARKING CARTRIDGE (DMC) SYSTEMS.** Specially modified duty handguns, submachine guns and rifles that fire non-lethal, lightweight hollow plastic projectiles that contain a colored, non-toxic marking compound. They are designed to allow for realistic decisional shooting situations during force-on-force and force-on-target scenarios.
 - c. **HYBRID MILES/DMC SYSTEMS.** DMC firearms mounted with laser transmitters that have been modified and designated by DOE-certified armorers that feed, function, and fire DMC ammunition. The modifications reduce the ability of live rounds to be chambered in the weapons.
 - d. **INERT WEAPONS SYSTEMS.** Simulated firearms and weapons, or actual firearms and weapons that have been rendered incapable of firing live or blank ammunition. Inert weapons systems are ideal for use in training where weapons are required, but weapons effects are not required, such as control and restraint training, or Limited Scope Performance Tests (LSPTs).
 - e. **MULTIPLE INTEGRATED LASER ENGAGEMENT SYSTEMS (MILES).** Weapons-mounted laser transmitters and harness-mounted laser sensors placed on potential targets (personnel, vehicles, structures) to enable accurate and realistic assessment of the effects of the weapons fire during the training scenario. Examples of MILES firearms include handguns, rifles, machineguns, shoulder-launched anti-tank weapons, and directional anti-personnel mines.
 - f. **AIRSOFT.** Specialty weapon utilizing a small amount of air to accurately shoot lightweight plastic BB pellets.
- 5.2 **NON-DOE USER.** Federal, state, or local (law enforcement or military) agency that has a current Range Use Agreement (RUA), Memorandum of Understanding (MOU), or Memorandum of Agreement (MOA) with the NTC to use the ISSTEC facilities.
- 5.3 **NTC INSTRUCTOR.** Instructor who meets all certifications and qualifications required by DOE and the NTC (see NTC SOP 311, Instructor Certifications and Qualifications, for clarification).

6.0 POLICY

It is the policy of the NTC to conduct Protective Force, Safety, and Safeguards training at the ISSTEC in accordance with DOE requirements. Any deviation from the provisions

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of this SOP or other written procedures must be documented and forwarded to the ISSTEC Manager, NTC Training Department Managers; Range Master; and the Environment, Safety, and Health Program Manager (ESHPM). Failure to comply with the safety procedures in this SOP may be cause for removal from the ISSTEC training areas. NTC employees may be subject to disciplinary actions, up to and including termination.

All work at the NTC will be conducted in accordance with the DOE's Integrated Safety Management System. It is NTC policy to incorporate safety into the planning and execution of all work and to ensure safety from hazards for NTC workers and the environment. The NTC will implement appropriate controls for those hazards that cannot be totally removed.

As a tenant of Kirtland Air Force Base (KAFB), the NTC and its employees, contractors, and visitors must recognize and adhere to all applicable regulations.

7.0 RESPONSIBILITIES

Although each individual is responsible for his or her duties listed in this section, these duties may be delegated to another individual who is equally qualified to perform the same function.

7.1 DOE/NTC Director

- 7.1.1 Ensure all NTC guidance documents are available to DOE/NTC staff.
- 7.1.2 Require DOE/NTC staff to read and acknowledge their understanding of NTC guidance documents, as appropriate to their area(s) of responsibility.

7.2 NTC General Manager

The NTC General Manager is responsible for ensuring that all applicable activities conducted at the ISSTEC are in compliance with the requirements of this SOP.

7.3 ISSTEC Manager

The ISSTEC Manager is responsible for overall supervision and maintenance of the ISSTEC.

- 7.3.1 Ensure only approved ESS weapons, targets, and supplies are used at the ISSTEC during training.
- 7.3.2 Ensure all equipment is maintained in safe working order and all required materials are available.
- 7.3.3 Coordinate with the Range Master for required PFT ISSTEC equipment and materials/supplies when necessary.
- 7.3.4 Ensure required ISSTEC supplies are budgeted for, purchased, and stored correctly.

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- 7.3.5 Perform periodic inspections of the ISSTEC facility, and advise the appropriate staff of necessary maintenance and repair requirements.
- 7.3.6 Ensure training is provided for Maintenance staff on the safe use of equipment used at the ISSTEC.
- 7.3.7 Ensure only trained and authorized personnel use or maintain ISSTEC electrical or mechanical systems (e.g., heating, ventilation, and air-conditioning [HVAC] systems, remote operating weapons system [ROWS] gun, emergency generator, computer and audiovisual systems, electrical and plumbing systems).
- 7.3.8 Approve and coordinate any ISSTEC construction or facility modifications (see Appendix A).
- 7.3.9 Maintain the following ISSTEC records:
 - A. ISSTEC schedule
 - B. ISSTEC use logs (see Appendix B)
 - C. Key issue control and key logs
 - D. Copies of all variances.
- 7.3.10 Ensure RUAs and MOUs for all ISSTEC users are current and signed. (The NTC's RUA form is included as Appendix C.)
- 7.3.11 Conduct an ISSTEC orientation for new instructors and ISSTEC users who have current RUAs or MOUs.
- 7.3.12 Coordinate with the Range Master training activities outside the ISSTEC that require coordination with the Kirtland Air Force Base Controlled Firing Area Committee (CFAC). As a CFAC member, the Range Master ensures the training is placed on the CFAC Master Training Schedule.
- 7.3.13 Enforce ISSTEC vehicle operation and parking requirements.

7.4 Training Department Managers

Training Department Managers are responsible for the safe operation of the ISSTEC facility.

- 7.4.1 Review written procedures governing operations at the ISSTEC.
- 7.4.2 Ensure respective NTC Training Department instructors are familiar with and in compliance with the procedures outlined in this and referenced SOPs.
- 7.4.3 Review modifications to or construction of the ISSTEC facility.

7.5 Range Master

- 7.5.1 Ensure ammunition requirements are forecast, and ammunition is procured per SOP requirements.

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7.5.2 Maintain the ammunition inventory for the ISSTEC.

7.6 Environment, Safety, and Health Program Manager

The ESHPM (or designated Safety Specialist) is responsible for providing ES&H guidance on course conduct and maintenance procedures. The ESHPM is also responsible for conducting inspections and making recommendations to ensure compliance with applicable codes, standards, and regulations.

7.7 ISSTEC Users and Visitors

The ISSTEC is a designated Property Protection Area. As such, all visits to the ISSTEC must be coordinated with the ISSTEC Manager or the Range Master. All ISSTEC users and visitors must follow the directions posted at the main range gate and observe the requirements associated with the range flags and flashing beacons.

- 7.7.1 Upon entry or exit from ISSTEC, sign in and out using the ISSTEC Use Log (Appendix B) located at the Reception Desk in Building I. All appropriate information must be entered onto the appropriate page.
- 7.7.2 The sponsoring agency will accept the responsibility of ensuring all visitors fully comply with all requirements of this SOP.
- 7.7.3 All persons who train at the ISSTEC will be provided with a general safety orientation by the ISSTEC Manager or designee prior to beginning training. Instructors/Controllers will conduct course-specific safety briefings prior to training.
- 7.7.4 Prior to entry—and for re-entry—into the ISSTEC, all persons, vehicles, and equipment will be searched for live weapons, ammunition, and other prohibited items if ESS training is in progress or pending.
- 7.7.5 Instructors/Controllers will ensure all persons entering the ISSTEC are wearing personal protective equipment (PPE) required for the training to be performed or observed.
- 7.7.6 ISSTEC training observers will be escorted and controlled by a designated Instructor/Controller at all times. Observers will be searched and cleared prior to their entry into the ISSTEC training area if ESS training is in progress or pending. Observers will be provided with required PPE and will be confined to designated observation areas for the duration of the ESS training.
- 7.7.7 Delivery personnel will coordinate all deliveries with the ISSTEC Manager, Range Master, or Training Assistant.
- 7.7.8 All maintenance activities at the ISSTEC will be coordinated through the ISSTEC Manager or designee. Prior to performing any maintenance work, an NTC work order must be submitted to the ISSTEC Manager for review and approval. (The NTC Work Order form is available on the NTC Intranet). Radios will remain on Channel 4 while at the ISSTEC.

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8.0 OPERATIONS

NOTE #1: NO LIVE WEAPONS OR AMMUNITION WILL BE PERMITTED ON THE ISSTEC SITE. Live weapons and ammunition will be stored in a secure location remote from the ISSTEC.

NOTE #2: ONLY Operational security force personnel, as part of their job (i.e., performing routine checks and emergency response), will be permitted to carry live weapons and/or ammunition. If this should occur during PFT training activities, all training operations will be immediately suspended.

8.1 Orientation

New NTC or Non-NTC Instructor: Must receive an ISSTEC orientation prior to using the ISSTEC facility. This orientation will include:

A. The contents of this SOP and risk analyses applicable to the training to be given.

B. User requirements for:

- Target systems
- Lighting systems
- ISSTEC Armory procedures
- Audiovisual equipment in classrooms
- Deployment of training props
- Facility use log and sign-in/sign-out procedures
- Emergency procedures
- Key issue/turn in
- Security
- Use of flags/beacons
- Access procedures
- Parking and vehicle operation
- Out-of-play areas
- Operation of heating and cooling equipment
- Ventilation procedures when conducting ESS training in Building 9825H.

C. Scheduling procedures for the ISSTEC facility.

8.2 Scheduling and Use of ISSTEC

NTC training courses will be given priority for scheduling and using the ISSTEC facility. Non-NTC users may schedule use of the facility after the approved NTC training schedule has been posted. Priority for scheduling shall be granted for non-NTC users as follows:

1. Sandia National Laboratories
2. Office of Secure Transportation
3. Other DOE users
4. Federal, local law enforcement, military.

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- 8.2.1 ISSTEC User: Complete the electronic scheduling form on the NTC website or contact the NTC Protective Force Training Department (PFTD) Training Assistants via email or phone.

Scheduling conflicts will be identified initially by a Training Assistant and, if necessary, will be forwarded to the ISSTEC Manager and/or the requesting Department Manager. The ISSTEC Manager has the authority for final training conflict resolution.

NOTE: ISSTEC may be scheduled ONLY for those times during which training exercises can be conducted. Training that does not require ISSTEC-specific exercises or activities should be scheduled at other NTC facilities.

8.2.2 PFTD ISSTEC User:

- 8.2.2.1 Designate an Instructor/Controller who will be responsible for the following:

- A. Ensuring no live weapons or ammunition are brought onto the ISSTEC site. Live weapons and ammunition must be stored in a secure location remote from the ISSTEC. NO EXCEPTIONS!

NOTE: If shooters are returning to duty at the completion of training, they may recover their duty weapons at the offsite storage area after departing the ISSTEC.

- B. Ensuring weapons and magazines are inspected by a designated ESS Controller at the clearing barrel prior to entering weapon-cleaning areas. The ESS Controller will ensure they are properly modified and marked for ESS training use, and the ammunition issued for training is for ESS use only.

- 8.2.2.2 Approved users will be issued appropriate keys and/or access cards for ISSTEC use during non-normal hours. Users will ensure exercise security is maintained during these hours by closing the main gate upon entering the ISSTEC site.

- 8.2.3 Non-DOE User: Submit a completed RUA to, and get approval from, the DOE/NTC Director prior to performing any training activities at the ISSTEC. This document will be signed by a senior officer of the requesting agency and will constitute an agreement to follow all requirements stated in this SOP. (The NTC's RUA form is included as Appendix C.)

The NTC's RUA for non-DOE ISSTEC users (agencies) will include a list of authorized instructors. Only listed instructors will be allowed to conduct training at the ISSTEC. Any additions or deletions to this list must be submitted in writing to the ISSTEC Manager or Range Master.

- 8.2.4 DOE and Non-DOE Users: The NTC will maintain a list of the RUAs for authorized non-DOE users (agencies) and MOUs held by DOE agencies.

- 8.2.4.1 All DOE users (agencies) that have current MOUs with the DOE/NTC Director for use of the ISSTEC will be responsible for complying with the provisions of this SOP.

- 8.2.4.2 All non-DOE ISSTEC users (agencies) that sign the RUA will be responsible for complying with the provisions of this SOP.

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8.3 ISSTEC Use Log

All Personnel: Adhere to the following:

- A. Upon entry or exit from ISSTEC, sign in and out using the ISSTEC Use Log (Appendix B) located at the Reception Desk in Building I. All appropriate information must be entered onto the appropriate page. Repeated failure to fully complete the Facility Use Log may be reason to revoke the RUA or MOU for future use of the ISSTEC facilities.
- B. Comply with the procedures in this SOP.

8.4 Safety

All persons who train at the ISSTEC will be provided with a general safety orientation by the ISSTEC Manager or designee prior to beginning training. Instructors/Controllers will conduct course-specific safety briefings prior to training.

8.4.1 Safety Standards

8.4.1.1 Adherence to the following DOE standards governing firearms safety at the ISSTEC is mandatory:

- A. DOE O 440.1B, Worker Protection Management for DOE Federal and Contractor Employees;
- B. DOE M 440.1-1, Explosives Safety; and
- C. DOE M 470.4-3, Chg 1, Protective Force.

8.4.1.2 The following advisory standards are recognized by DOE:

- A. MIL-HDBK 1027/3B, Range Facilities and Miscellaneous Training Facilities Other Than Buildings;
- B. AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat;
- C. AF 91-201, Explosives Safety Standards; and
- D. DoD 6055.9-STD, DoD Ammunition and Explosive Safety Standards.

Other safety considerations and recommended practices may be found in the ISSTEC risk analysis report.

8.4.2 General Safety Practices

8.4.2.1 ISSTEC User: During daytime, a blue and orange streamer will be displayed when ESS training is in progress. At night, the blue and orange rotating beacon also will be activated. A yellow streamer will be displayed when maintenance is being performed in the ISSTEC, or if the ISSTEC is closed for training.

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- 8.4.2.2 ISSTEC User and Instructor: After ESS training, participants will wash their hands thoroughly with cold water and soap before eating, smoking, inserting or removing contact lenses, or applying makeup.

8.4.3 Safety Violations

It is NTC policy that all safety violations will be documented and investigated. Failure to comply could result in the suspension or termination of an organization's RUA or MOU or an individual's range access privileges. Students, Instructors/Controllers, and observers may call "CEASE FIRE" or "EXERCISE FREEZE" at any time to prevent an unsafe act. Training will not resume until the situation has been safely resolved.

- 8.4.3.1 ISSTEC User: Responsible for the safety practices below.

- 8.4.3.1.1 Adhere to established safety policies and procedures at all times. Repeat violators of ISSTEC safety rules will be removed from training and placed in remedial training programs. Violators may return to normal training activities only upon successful completion of remedial training, with the approval of the ISSTEC Manager.

- 8.4.3.1.2 Do not operate, adjust, or attempt to repair ISSTEC mechanical or electrical systems that they are not authorized to use or maintain. Report malfunctioning or inoperative equipment to the ISSTEC Manager.

- 8.4.3.1.3 Alcoholic beverages and drugs are prohibited on NTC training facilities, including ISSTEC. If taking medication, report this fact to the Instructor before participating in training.

- 8.4.3.2 ISSTEC Instructor: Determine if an ISSTEC user is fit for training based on the medication taken. A physician may be consulted if necessary.

- 8.4.3.3 ESHPM, ISSTEC Manager, Range Master, and Instructors: Conduct periodic safety audits of facility activities by non-DOE users to ensure compliance with ISSTEC safety rules.

8.4.4 Vehicle Safety

ISSTEC users must comply with the following vehicle safety policies:

- 8.4.4.1 Operators of vehicles on the ISSTEC site must have a valid state motor vehicle license.
- 8.4.4.2 Only authorized government vehicles that are in direct support of the training activities in progress are allowed on the ISSTEC compound during ESS exercises. All other vehicles will park in designated areas outside of the exercise play area and will be locked. Exceptions may be authorized by the PFT Manager, ISSTEC Manager, or Range Master.
- 8.4.4.3 Ensure students being transported to the ISSTEC are seated in the vehicles using seat belts and shoulder restraints. Students may not be transported in the truck beds.
- 8.4.4.4 Authorized vehicles in the ISSTEC compound will maintain speeds of 10 mph or less.

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8.4.4.5 No one will dismount an exercise vehicle in the ISSTEC until it has come to a complete stop, the transmission is in PARK, the parking brake is set, and the engine is off.

8.4.4.6 Ensure all vehicles are out of the way before opening or closing gates.

8.4.5 Personal Protective Equipment

PPE requirements for the ISSTEC will vary depending upon the training exercises being performed at the facility. All ISSTEC users must comply with the PPE requirements for the training being performed at the facility. Exercise participants will be advised of required PPE during the pre-training safety briefing.

NOTE: Some exercises may require students to use PPE during a simulation to protect against simulated hazards, while some exercises will require PPE to protect against genuine hazards.

8.4.5.1 ISSTEC Users: Wear proper attire during all activities at the ISSTEC.

8.4.5.2 ISSTEC Manager, PFT Manager, Range Master, ESHPM, and Instructors: If needed, prevent the participation of an individual whose attire is considered unsafe for training.

8.4.6 Inclement Weather

When weather conditions may negatively impact training, training will be canceled or suspended until it is safe to resume. Guidance found in NTC SOP 652, Inclement Weather Training Restrictions, will be followed. All participants will be equipped with clothing and equipment appropriate to weather conditions.

Continuation of training is based on Lead Instructor/Senior Controller (LI/SC) judgment of the severity of the weather and effect on participants as well as guidelines found in NTC SOP 652.

8.4.7 ISSTEC Instructor Authorization

8.4.7.1 For Protective Force training, must have (at a minimum) Basic Instructor Training and Firearms Instructor Certification, ESS Exercise Controller Training, and other applicable training to meet the technical qualifications required for the courses they will teach.

8.4.7.2 Prior to conducting training activities at ISSTEC, must receive an ISSTEC orientation. Contact the ISSTEC Manager or Range Master to schedule the orientation.

8.4.7.3 Must maintain all qualifications specified in NTC SOP 311, Certifications and Qualifications.

8.4.8 Facilities

The following list describes the buildings and available facilities at the ISSTEC. For training purposes, the ISSTEC replicates a fictional DOE site known as the "Battery Research Complex" (BRC). For the complete site plan and building floor plans, see Appendix A.

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- Building 9825 A: A storage building for simulated materials for the manufacture of battery casings.
- Building 9825 B: This building houses the weapons cleaning area, maintenance workshop, and non-weapons/non-ammunition storage (currently an “out-of-play” building for ESS exercises).
- Building 9825 C: An alarmed storage facility for storage of site ammunition and weapons. (This building currently serves as onsite storage vault for ESS exercise weapons and is an “out-of-play” area for ESS training exercises.)
- Building 9825 D: Simulates the main office building for assigned BRC employees.
- Building 9825 E: Simulates a CAT II vault (east side of building), and the location of the site lunchroom and restrooms (west side of building).
- Building 9825 F: Primary employee orientation and training area. Also in this building are the Central Alarm Station (CAS) and the equipment room hosting all of the site’s physical security systems (PSS). (All training exercises are controlled from this building. It is an out-of-play area for ESS training exercises.)
- Building 9825 G: General conference room and alternate training area.
- Building 9825 H: Simulates the site Special Projects Building and serves as a Material Access Area for exercises (serves as the ESS Shoot House). Houses the Augmented Reality Simulator and Augmented Reality Control Room (these rooms are out-of-play areas for ESS training exercises).
- Building 9825 I: Simulates the site Entry Control Facility. Point where all persons and vehicles enter the facility.

8.4.9 Restrictions

8.4.9.1 Out-of-Play Areas

Buildings 9825B (Weapons Cleaning Area), 9825C (ESS Armory), and 9825F (Main Classroom and Exercise Control Facility) will be excluded from all ESS training scenarios. The only personnel permitted in the two buildings during ESS training are Armorers, Instructors/ Controllers, or other authorized persons associated with the training.

The aboveground water tank, septic area, and three propane gas storage tanks at the southwest end of the ISSTEC are out-of-play areas for ESS training scenarios. These areas are clearly marked with orange barrier fences.

8.4.9.2 Shooting from Elevated Surfaces

Although training on the rooftops of ISSTEC buildings is generally prohibited, the northwest and southeast corners, respectively, of the roof on Building 9825H have been approved for rooftop fighting. Instructors/Controllers will ensure ESS training

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participants remain in the designated fighting positions and do NOT attempt to walk on the roof, or roof edges, of the building.

8.4.9.3 Weapons

8.4.9.3.1 Privately owned weapons **will not** be permitted or used at the ISSTEC site.

8.4.9.3.2 All live weapons and ammunition must be stored in a secure, approved location remote from the ISSTEC.

8.4.9.3.3 Concealed weapons are prohibited at all NTC facilities.

NOTE: See SOP 646, Engagement Simulation Systems, for more information about use of ESS weapon use at ISSTEC.

8.4.10 Classroom Scheduling and Maintenance

8.4.10.1 ISSTEC User: Schedule use of the ISSTEC classroom using the electronic scheduling form on the NTC website.

8.4.10.2 Lead Instructor: Ensure all audiovisual equipment is used in an appropriate manner.

8.4.10.3 Lead Instructor: Ensure classrooms are left clean and straightened. Empty all trash and put in new liners. Sweep and mop floors as needed. Remove all training aids and secure upon completion of training. Notify the ISSTEC Manager or Range Master of any discrepancies.

8.4.11 Weapons-cleaning Areas

NOTE: Absolutely NO live weapons or ammunition will be allowed in the weapons-cleaning area or rooms.

8.4.11.1 Lead Instructor: Responsible for the tasks below:

NOTE: It is the Lead Instructor's responsibility to ensure all weapons cleaning is performed in Building B only.

8.4.11.1.1 Inspect all student weapons at the clearing barrel before entering the weapons-cleaning areas or rooms.

8.4.11.1.2 Ensure the students are familiar with weapons-cleaning procedures and use of the facility.

8.4.11.1.3 Inspect the cleaning room for cleanliness, secure cleaning supplies, and secure the cleaning room at the end of each use.

8.4.11.2 DOE and NTC ISSTEC User: Responsible for the tasks below:

8.4.11.2.1 Dispose of patches, towels, and other cleaning materials used for weapons cleaning. Use the appropriately marked containers that are provided for the

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collection of the weapons cleaning residue. Do not dispose of liquids in these containers.

8.4.11.2.2 Wear eye protection in the cleaning rooms when cleaning weapons.

8.4.11.2.3 Wear protective gloves and/or barrier cream, which will be provided, for hand protection.

NOTE: Compressed air used for cleaning purposes will be regulated at 30 psi maximum.

8.4.12 Pre-Course Setup

NOTE: No modifications may be made to the ISSTEC configuration without approval of the ISSTEC Manager. All suggestions will be submitted to the ISSTEC Manager for consideration.

- A. Props. During training activities, props must be used as designed and as designated for the training being conducted. Props not associated with specified training may not be used without prior approval.
- B. Portable Walls. When the building configuration requires the use of portable walls, ensure the tops and bottoms of the walls are secured.
- C. Roll-up Door. The use of the roll-up door on the second floor of Building H is limited to NTC Instructors and Maintenance personnel.

9.0 APPENDICES

- A – ISSTEC Site Layout and Floor Plans
- B – ISSTEC Use Log
- C – DOE/NTC ISSTEC Range Use Agreement
- D – Maintenance Operations

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in August 2008.

APPENDIX A – ISSTEC SITE LAYOUT AND FLOOR PLANS

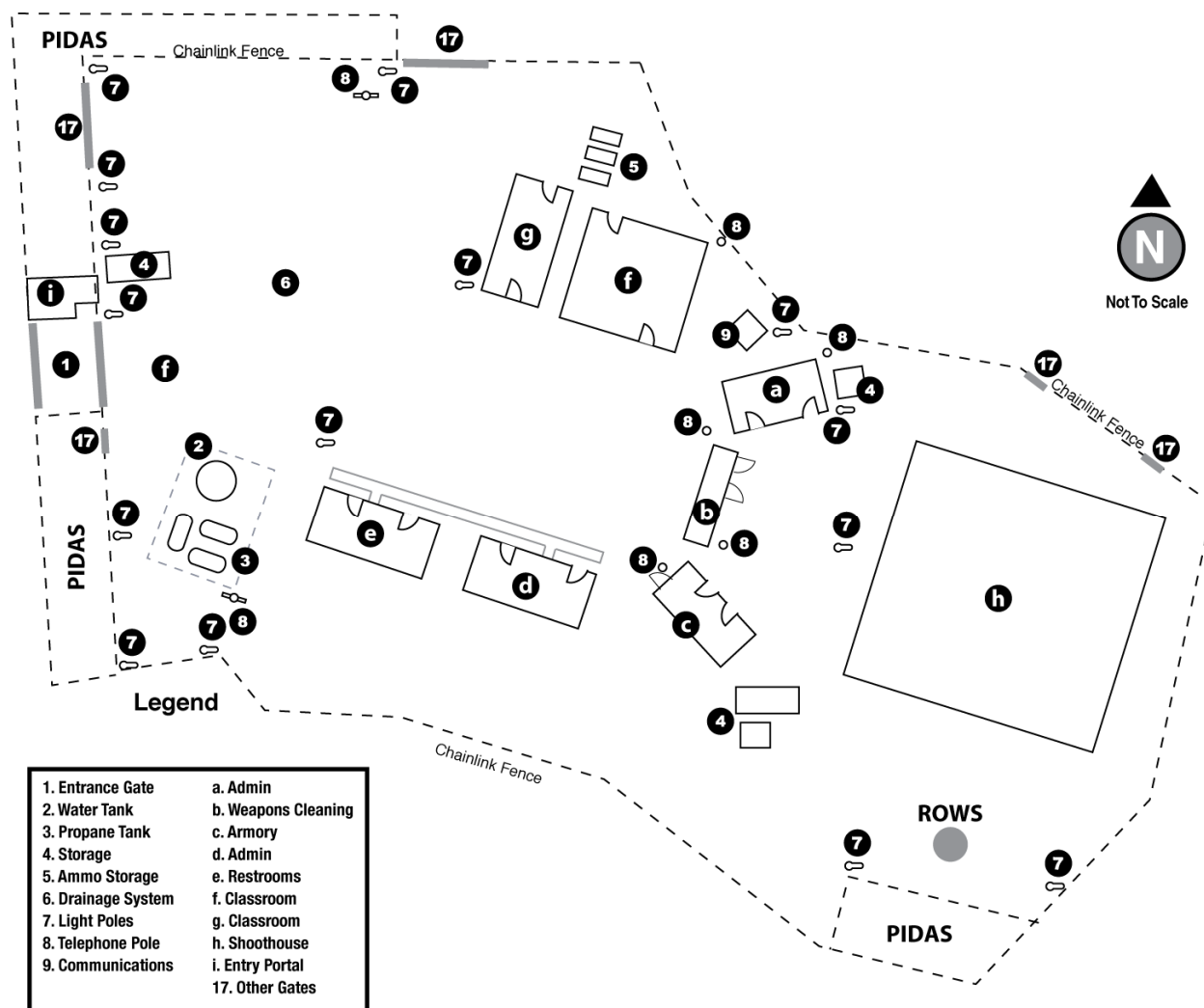


Figure A-1. ISSTEC Site Layout

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in August 2008.

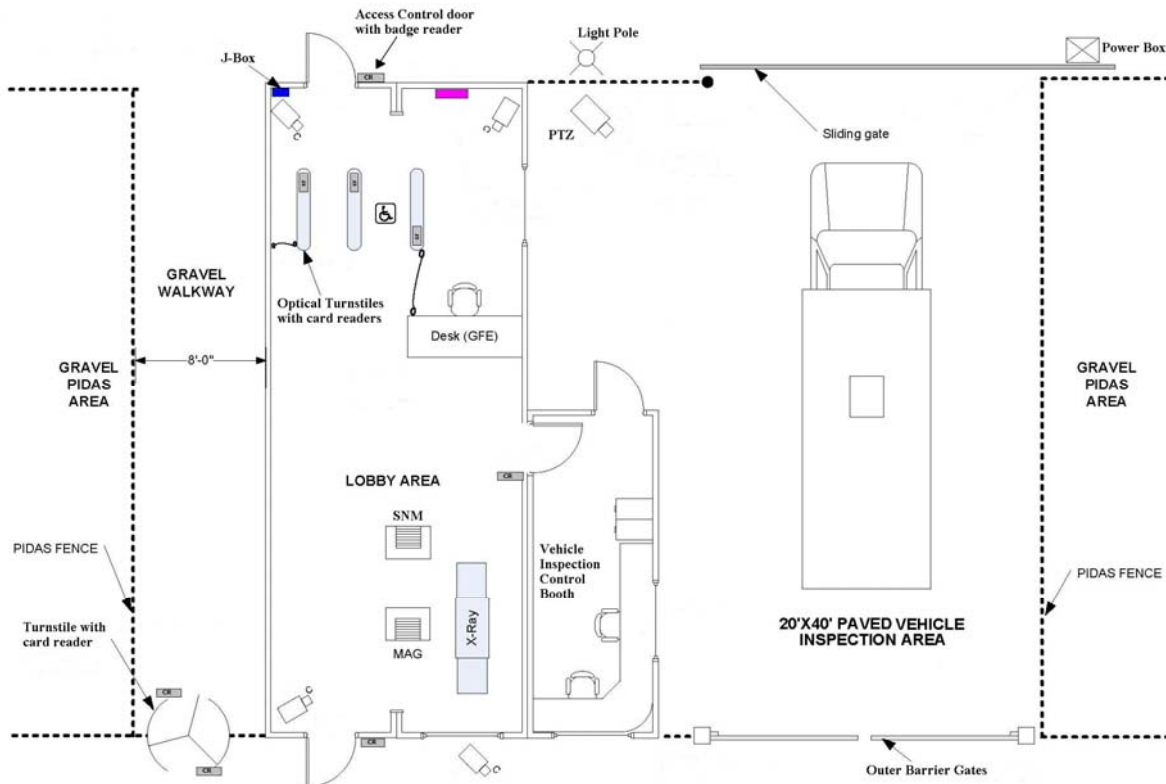


Figure A-2. Floor Plan for Building I, Simulated Entry Control Facility

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in August 2008.

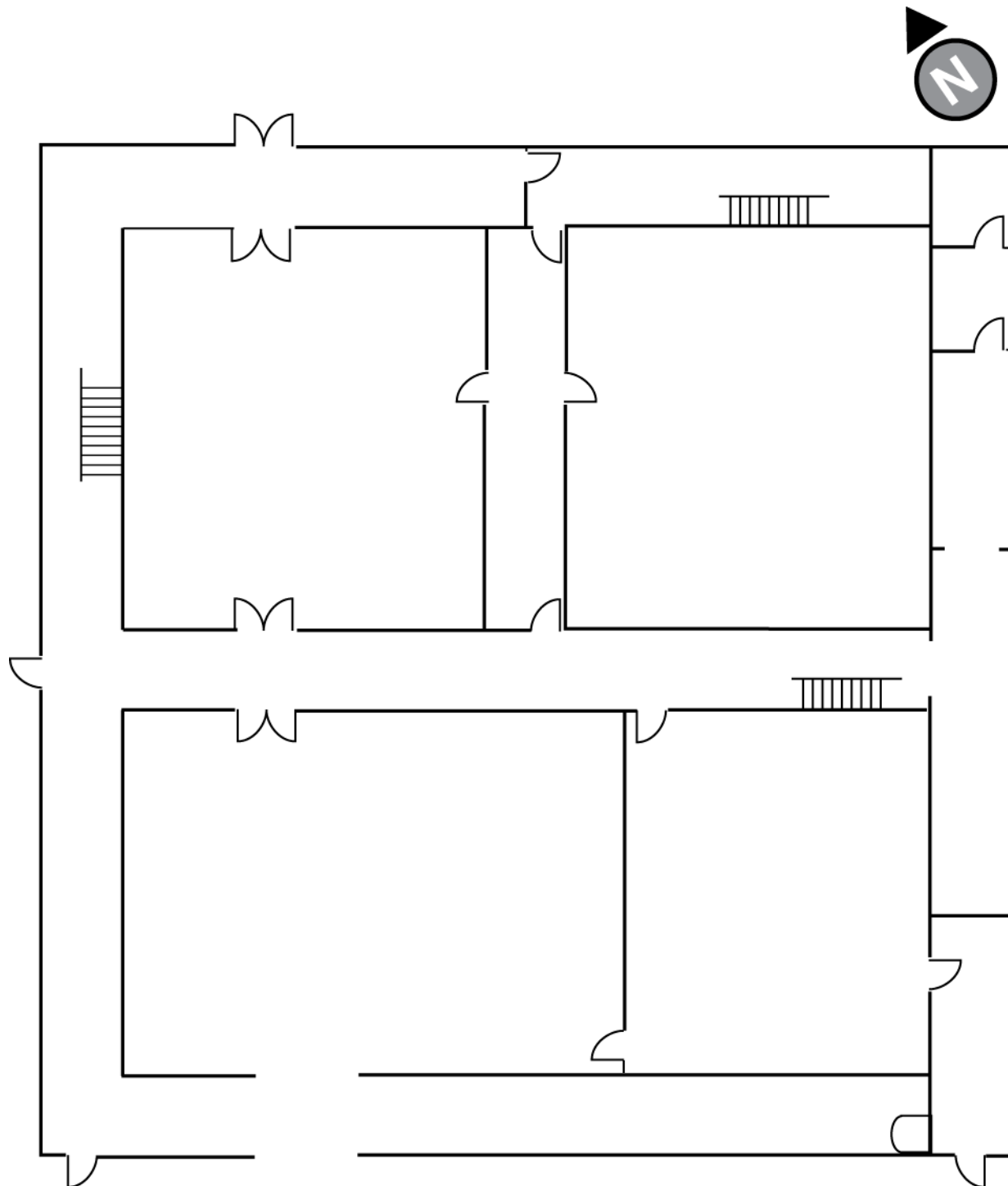


Figure A-3. Floor Plan for Building H, Special Projects Building, 1st Floor

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in August 2008.

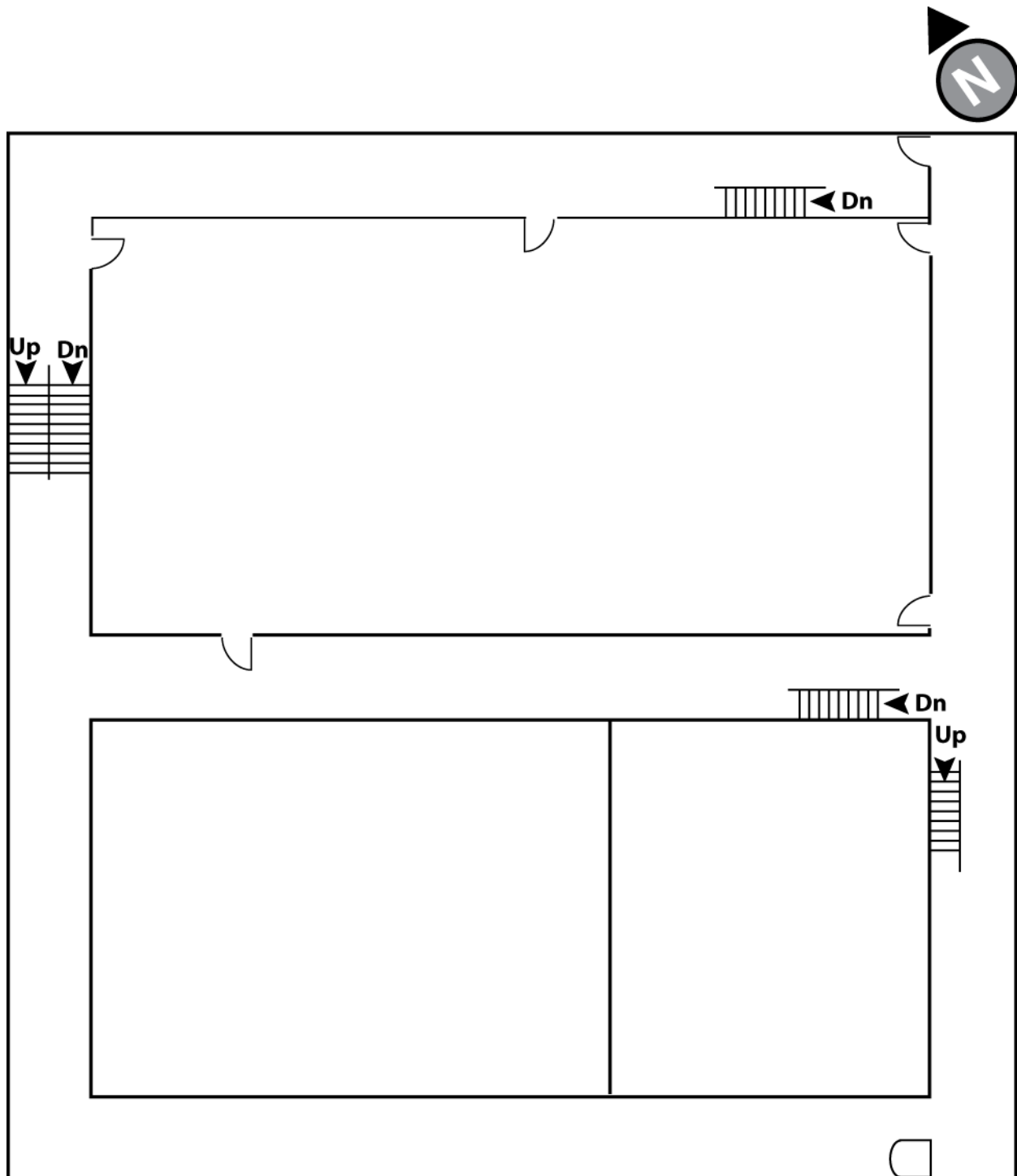


Figure A-4. Floor Plan for Building H, Special Projects Building, 2nd Floor

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in August 2008.

APPENDIX B – ISSTEC USE LOG

Date	Time In	Time Out	Organization	Name	Personnel Information		Purpose of Visit / Facilities Being Used
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
					Lead Instructor		
					Medic**		
				**Medical personnel must be a Paramedic or CPR/first aid-certified.			

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in August 2008.

APPENDIX C – NTC RANGE USE AGREEMENT**RANGE USE AGREEMENT BETWEEN
THE UNITED STATES DEPARTMENT OF ENERGY NATIONAL TRAINING CENTER
AND**

(AGENCY/UNIT)**I. BACKGROUND**

The mission of the United States Department of Energy (DOE) National Training Center (NTC) is to ensure the safe, efficient, and effective training of Safeguards and Security (S&S) personnel throughout DOE who are, or may become, involved in the protection of vital national resources. The NTC provides program management of S&S training at all DOE facilities pursuant to DOE Order 470.4A, Safeguards and Security Program (or current version). A large percentage of the DOE's training program comprises firearms and tactics. This type of training is conducted at the NTC's Live Fire Range (LFR) and Integrated Safety and Security Training and Evaluation Complex (ISSTEC). Other tactical training facilities are available on the NTC Main Campus.

II. PURPOSE

The DOE, NTC, and _____

(Agency/Unit)

enter into this Range Use Agreement (RUA) to set forth an agreement by all parties pertaining to the safe use and scheduling of the NTC LFR, ISSTEC (including Building 9825H, Shoot House), and Main Campus.

III. AUTHORITY

The authority for entering into this RUA is the Intergovernmental Personnel Act of 1970.

IV. POLICY

This agreement sets forth general policy for the safe use and scheduling of the NTC LFR, ISSTEC (including Building 9825H, Shoot House), and Main Campus.

V. RULES AND PROCEDURES

A. The NTC agrees to the following rules and procedures:

1. LFR

- a. The NTC will authorize use of the LFR and specified facilities on a scheduled, space-available basis.
- b. The Range Master will provide copies of the LFR standard operating procedures and other requirements or changes made thereto.
- c. The NTC will extend the use of the NTC paramedic service when on duty for regular NTC training operations.

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in August 2008.

- d. The Range Master will be the point-of-contact for the initial safety briefing and all scheduling in coordination with the Protective Force Training Manager.
- e. The NTC will provide (separate from range scheduling) classroom facilities on a scheduled, space-available basis.
- f. The NTC will provide initial and annual safety briefings for user agency instructor personnel.

2. ISSTEC

- a. The NTC will authorize use of the ISSTEC facilities on a scheduled, space-available basis.
- b. The ISSTEC Manager will provide a copy of NTC standard operating procedure 643, ISSTEC Operations, and other requirements or changes made thereto.
- c. The NTC will extend the use of the NTC paramedic service when on duty for regular NTC training operations.
- d. The ISSTEC Manager will be the point-of-contact for the initial safety briefing and scheduling.
- e. The NTC will provide classroom facilities on a scheduled, space-available basis.
- f. The NTC will provide initial and annual safety briefings for user agency instructor personnel.

3. Main Campus

- a. The NTC will authorize use of the Main Campus and specified facilities on a scheduled, space-available basis.
- b. The Range Master will provide copies of the LFR standard operating procedures and other requirements or changes made thereto.
- c. The NTC will extend the use of the NTC paramedic service when on duty for regular NTC training operations.
- d. The Range Master will be the point-of-contact for the initial safety briefing and all scheduling in coordination with the Protective Force Training Manager.
- e. The NTC will provide (separate from range scheduling) classroom facilities on a scheduled, space-available basis.
- f. The NTC will provide initial and annual safety briefings for user agency instructor personnel.

B. The _____
(Agency/Unit)

agrees to the following rules and procedures:

1. LFR

- a. All users must sign in at the LFR Administration Building as outlined in this policy. During normal business hours, all users must proceed to Building 100 to sign in on the Range Sign-in/out Sheet. Users must sign out on the Range Sign-in/out Sheet after training is completed if the training is completed during normal business hours

NON-PROPRIETARY INFORMATION

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- (SOP 644, 7.76.3). Before and after training, all users must sign the Range Use Log providing all required information (SOP 644, 8.3).
- b. The user-agencies accept the use of the firing range in its existing condition. If using the Live Fire Shoot House, users will conduct a pre and post inspection of the facility as outlined in PFT-SOP-645, Live Fire Shoot House, Appendix C. Neither the DOE/NTC nor any of its contractors has made any warranty, express or implied, (a) with respect to the condition of the firing range, (b) that the user agency's use of the firing range will not result in injury or damage, (c) that the user agency's use of the LFR will accomplish the intended objectives, or (d) that the LFR is safe for any purpose including the intended purpose.
 - c. If the user agency either fails or refuses to abide by any of said rules, procedures, or regulations, the NTC Director may revoke permission to continue to use the firing range.
 - d. The user agency will provide documentation to the LFR Range Master that firearms instructors and medical personnel have attended NTC safety training and have read and verified (by signature) that they understand and will abide by the NTC LFR SOP. (The LFR- and Shoot House-related SOPs are available on the NTC website.)
 - e. The user agency will provide a point of contact for safety and scheduling coordination, and a list of user-agency-certified firearms instructors and medical emergency response personnel. This list will be Attachment 1 to this RUA. In the event of any changes to user agency personnel, the list shall be revised accordingly.
 - f. The user agency will provide ammunition, targets, and associated training equipment required for user agency activities at the LFR.
 - g. The user agency will provide and use appropriate personal protective equipment and will comply with all NTC LFR safety policies. An individual's failure to comply with safety policies may be cause for removal from LFR training.
 - h. The user agency will request range/facility use via NTC website, telephone, in person, or in writing as far in advance as possible to ensure availability. This request should include a brief description of the type of operations or training that will be conducted, and the name, address and telephone number of the individual(s) responsible for providing operational firearms safety oversight.
 - i. For periods during which NTC paramedics are not on duty, the user agency will provide medical emergency response personnel that are trained and qualified in cardiopulmonary resuscitation (CPR) and first aid. First-aid training should include the handling of gunshot wounds.
 - j. The user agency will instruct all personnel using the LFR facilities that the NTC weapons-cleaning facility is not available for use and that all weapons must be cleaned at a location other than the LFR.
 - k. In the unlikely event of a safety or procedure violation, the NTC will conduct a review before allowing further use of the LFR facility. The user agency and its members agree to cooperate with and, if necessary, assist in this review process, and to provide a detailed incident report and corrective actions taken to minimize the likelihood of similar incidents.
 - l. The user agency will designate an individual who will be present during each range use and will be accountable for (a) preventing any improper disposal of live

NON-PROPRIETARY INFORMATION

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ammunition in LFR trash containers, and (b) ensuring that the range is clean (including brass clean-up).

- m. The user agency will designate an individual to ensure that weapons are safe, cleared, and inspected upon completion of training.
- n. The user agency will provide the LFR Range Master with the type and manufacturer of all ammunition expended during each LFR training activity.
- o. When training must be canceled, the user agency is responsible for contacting the LFR at the earliest possible date to cancel the ranges/facilities.
- p. The user agency will replace or repair any LFR property lost or damaged through negligent use or misconduct.

2. ISSTEC

- a. All users must sign in at the LFR Building 100 (Administration). During normal business hours, all users must proceed to Building 100 to sign in on the Range Sign-in/out Sheet. Users must sign out on the Range Sign-in/out Sheet after training is completed if the training is completed during normal business hours. Before and after training at ISSTEC, all users must sign the ISSTEC Use Log providing all required information.
- b. The user agencies accept the use of the ISSTEC in its existing condition. Users and the ISSTEC Manager will conduct pre- and post-inspections of the facility. Neither the DOE/NTC nor any of its contractors has made any warranty, express or implied, (a) with respect to the condition of the ISSTEC facilities, (b) that the user agency's use of the ISSTEC facilities will not result in injury or damage, (c) that the user agency's use of the ISSTEC facilities will accomplish the intended objectives, or (d) that the ISSTEC facilities are safe for any purpose, including the intended purpose.
- c. If the user agency either fails or refuses to abide by any of said rules, procedures, or regulations, the NTC Director may revoke permission to continue to use the ISSTEC facilities.
- d. The user agency will provide documentation to the ISSTEC Manager that firearms instructors and medical personnel have attended NTC safety training and have read and verified (by signature) that they understand and will abide by the NTC ISSTEC SOP. (The ISSTEC SOP is available on the NTC website.)
- e. Prior to training, the user agency will provide the ISSTEC Manager with the type of ammunition expended during each ISSTEC training activity.
- f. The user agency will provide a point of contact for safety and scheduling coordination and a list of user agency instructors, certified firearms instructors, and medical emergency response personnel. This list will be Attachment 1 to this RUA. In the event of any changes to user agency personnel, the list shall be revised accordingly.
- g. The user agency may provide additional training equipment required for user agency activities, as approved by the ISSTEC Manager.
- h. The user agency will provide and use appropriate personal protective equipment and will comply with all NTC ISSTEC safety policies. An individual's failure to comply with safety policies may be cause for removal from training at ISSTEC.

NON-PROPRIETARY INFORMATION

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- i. The user agency will request use of the ISSTEC facilities through the NTC website, by telephone, in person, or in writing as far in advance as possible to ensure availability. This request should include a brief description of the type of operations or training that will be conducted, and the name, address and telephone number of the individual(s) responsible for providing operational firearms safety oversight.
 - j. For periods during which NTC paramedics are not on duty, the user agency will provide medical emergency response personnel that are trained and qualified for the training to be conducted and, at a minimum, for ESS activities.
 - k. The user agency will instruct all personnel using the ISSTEC facilities that the NTC weapons-cleaning facility is not available for use and that all weapons must be cleaned at a location other than the ISSTEC.
 - l. In the unlikely event of a safety or procedure violation, the NTC will conduct a review before allowing further use of the ISSTEC facility. The user agency and its members agree to cooperate with and, if necessary, assist in this review process, and to provide a detailed incident report and corrective actions taken to minimize the likelihood of similar incidents.
 - m. The user agency will designate an individual who will be present during user agency training at ISSTEC and will be accountable for (a) preventing any improper disposal of ammunition in ISSTEC trash containers, and (b) ensuring that the ISSTEC facility is clean (including brass clean-up).
 - n. The user agency will designate an individual to ensure that weapons are safe, cleared, and accounted for upon completion of training.
 - o. When training must be canceled, the user agency is responsible for contacting the NTC at the earliest possible date.
 - p. The user agency will replace or repair any ISSTEC property lost or damaged through negligent use or misconduct.
3. Main Campus
- a. Initially, all proposed activities to be conducted on the Main Campus must be coordinated through the Range Master (see Section V.A.1.d above).
 - b. The Range Master will coordinate activities beyond the normal scope of training (for example, use of the Student Services Center) with appropriate personnel, as necessary. Such activities may require additional approvals, up to and including approval by the DOE/NTC Director.

VI. RISKS AND HAZARDS

1. The _____
(Agency/Unit)
- is aware of the risks and hazards inherent in entering upon and using DOE/NTC facilities, and hereby elects voluntarily to enter upon said premises with full knowledge of those risks and hazards. Under the Federal Tort Claims Act (FTCA), 28 U.S.C. 1346 et seq., the U.S. government is liable for the loss or destruction of property or personal injury or death caused by the negligent or wrongful acts or omissions of any employee of the government while acting within the scope of his or her office or employment.

NON-PROPRIETARY INFORMATION

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2a. Federal Agency: The _____,
(State, County, or City)

acting through the _____,
(Agency/Unit)

accepts liability for all damages arising from its use of the facilities, to the maximum extent allowed by federal law, including the FTCA and the Anti-Deficiency Act, 31 U.S.C. 1341 et seq.

2b. State Agency: The _____,
(State, County, or City)

acting through the _____,
(Agency/Unit)

accepts liability for all damages arising from its use of the facilities, to the maximum extent allowed by New Mexico Tort Claims Act, N.M. Stat. Ann. 41-4 et seq., as amended.

3. The _____,
(Agency/Unit)

will cooperate fully with DOE/NTC in the processing of any claims arising out of the use of DOE/NTC facilities, including claims under the FTCA pursuant to 28 CFR 14.2.

VII. PUBLIC INFORMATION COORDINATION

Subject to the Freedom of Information Act (5 U.S.C. 552), decisions on disclosure of information to the public regarding training or exercises conducted at the NTC LFR, ISSTEC, or Main Campus will be made following consultation between the Parties hereto.

VIII. AMENDMENT AND TERMINATION

This RUA may be modified or amended by mutual written agreement between the Parties and may be terminated by either party upon 30 days' written notice.

IX. EFFECTIVE DATE

The RUA becomes effective when:

- a. Both the user agency and the NTC Director have signed the RUA.
- b. The user agency's designated instructor(s) and certified firearms instructor(s) complete the safety briefing for use of the LFR, ISSTEC, and/or Main Campus.

The RUA is effective through **December 31, 2008**, unless terminated pursuant to Article VIII of this document.

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in August 2008.

In witness whereof, the parties have executed this RUA effective on the respective dates indicated below.

(Agency/Unit)

By: _____
Authorized Signature

Name

Title

Address

City, State, Zip

Phone No.

E-Mail Address

Date: _____

U.S. Department of Energy
National Training Center

By: _____
Authorized Signature

Jeffrey P. Harrell
Director
National Training Center
P.O. Box 18401, KAFB
Albuquerque, NM 87185
(505) 845-6403

Date: _____

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in August 2008.

**RANGE USE AGREEMENT BETWEEN
THE UNITED STATES DEPARTMENT OF ENERGY NATIONAL TRAINING CENTER
AND**

(AGENCY/UNIT)

POINT(S) OF CONTACT FOR SAFETY AND SCHEDULING COORDINATION

POINT OF CONTACT 1

Name: _____

Title: _____

Phone: _____

Address: _____

E-Mail Address: _____

POINT OF CONTACT 2

Name: _____

Title: _____

Phone: _____

Address: _____

E-Mail Address: _____

POINT OF CONTACT 3

Name: _____

Title: _____

Phone: _____

Address: _____

E-Mail Address: _____

NON-PROPRIETARY INFORMATION

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FIREARMS INSTRUCTOR(S)

Certification must be provided for each individual listed.

Name: _____	Name: _____
Title: _____	Title: _____
Name: _____	Name: _____
Title: _____	Title: _____
Name: _____	Name: _____
Title: _____	Title: _____
Name: _____	Name: _____
Title: _____	Title: _____

LIVE FIRE SHOOT HOUSE INSTRUCTOR(S)

Certification and current qualification scores must be provided for each individual listed (see SOP 645)

Name: _____	Name: _____
Title: _____	Title: _____
Name: _____	Name: _____
Title: _____	Title: _____

ESS INSTRUCTOR(S)

Certification must be provided for each individual listed.

Name: _____	Name: _____
Title: _____	Title: _____
Name: _____	Name: _____
Title: _____	Title: _____

EMERGENCY RESPONSE MEDICAL PERSONNEL

Certification must be provided for each individual listed.

Name: _____	Name: _____
Title: _____	Title: _____
Name: _____	Name: _____
Title: _____	Title: _____
Name: _____	Name: _____
Title: _____	Title: _____

NON-PROPRIETARY INFORMATION

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APPENDIX D – MAINTENANCE OPERATIONS

The NTC Maintenance staff has been authorized to perform routine preventive and operational maintenance activities at the ISSTEC facility. Such activities are essential for the safe and efficient management of DOE security training programs at the ISSTEC.

Routine maintenance activities are those recurring tasks that are required to maintain an operational facility and provide appropriate equipment and training materials to meet NTC course objectives. The hazards associated with these maintenance activities have been identified and are within an acceptable risk level when performed correctly by qualified personnel. Examples of routine maintenance operations include but are not limited to:

- Fabrication, storage, distribution, and disposal of target materials;
- Maintenance of equipment, including electrical and mechanical systems;
- Maintenance of overall facility condition, including building integrity, signage, technology and systems functionality, access controls; and
- Support courses in progress, as required.

NTC SOP 536, Shop Operations and General Maintenance, outlines the general ES&H requirements that must be followed during routine maintenance activities. Routine maintenance activities performed at the ISSTEC may involve:

- Welding and cutting operations
- Using woodworking machines
- Using portable hand and power tools
- Using material handling equipment,
- Operating overhead cranes,
- Operating motor vehicles, and
- Electrical safety.

Non-routine maintenance activities (including ISSTEC operations) will require completion of an NTC work order and will be conducted in compliance with the procedures outlined in this SOP. The instructions for completing the work order include checking hazard identification blocks, as applicable, for input to work planning. The NTC ES&H personnel designed the hazards portion of the maintenance work order and periodically review these forms for proper implementation. NTC Maintenance and ES&H staff will meet weekly to discuss maintenance activities and ensure early identification of hazards during work planning.

Procurement procedures will require safety review and input for contracted maintenance and construction services.

NON-PROPRIETARY INFORMATION

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